



Republic of Liberia
Public Procurement & Concessions Commission

Executive Mansion Grounds, Capitol Hill, Monrovia, Liberia



Website: www.ppcc.gov.lr | Email: info@ppcc.gov.lr | Phone Short Code: 4357

Ref: PPCC/RL/CEO/1108/'20

March 9, 2020

Hon. Regina Sokan Teah
REGISTRAR GENERAL
Cooperative Development Authority
Republic of Liberia

Dear Hon. Teah:

Subject: **RECEIPT AND APPROVAL OF SBA AND NON SBA PROCUREMENT PLAN FOR FISCAL YEAR 2019/2020**

We present our compliments and wish to acknowledge receipt of your letter which sought the approval of the commission for Cooperative Development Authority SBA and NON SBA Procurement Plan for FY2019/2020 in the accordance with **Section 40(3)** of the PPCA Act,2010 the Commission however wishes to inform you that your Procurement Plan has been forwarded to the Ministry of Finance and Development Planning (MFDP), and that the MFDP will process allotments in keeping with the approved Procurement Plans.

The Commission advises that you observe **Section 40(5)** of the PPCA, 2010 which states that a Procuring Entity shall, on a quarterly basis and whenever it become necessary, review and update its Procurement Plan. The Commission and the Ministry responsible for Finance should be notified in writing of any material changes in the Procurement Plan and be provided with a copy of the updated Procurement Plan. Please note that the approval of a method on the Procurement Plan is deemed as the Commission's full approval and as such a Procuring Entity will not be require to again request the use of said approved method.

The Public Procurement and Concessions Commission admonishes and it a priority that you remain primarily in compliance with the PPCA, 2010, as we jointly aspire to achieve transparency, accountability, fairness, equality and ultimate public confidence in our procurement and concession processes.

Kind regards.

Jargbe Roseline Nagbe Kowo (Atty).
CHIEF EXECUTIVE OFFICER

Regulating and Monitoring Compliance with the Public Procurement And Concession Act of Liberia

Cooperative Development Agency (CDA)
Procurement Plan (SBA)
Source of Funding: GoL
Fiscal Year: 2019/2020

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
BASIC DATA								IMPLEMENTATION DATES										
	ITEM NO.	PACKAGE NUMBER (CODE)	BUSINESS ACTIVITY CODE	CONTRACT PACKAGE	QTY	ESTIMATED COST (USD)	PROCUREMENT METHOD	TECHNICAL SPECS/BOQ/DRAWINGS	PREP. OF BID DOCUMENT	PC APPROVAL - BID DOC/TECH SPECS	BID INVITATION & RELEASE OF BID DOC	BID SUBMISSION /PUBLIC OPENING	SUBMISSION OF BID EVALUATION REPORT	PC APPROVAL - BID EVALUATION REPORT	CONTRACT AWARD & SIGNING	ADVANCE PAYMENT (MOBILIZATION)	DELIVERY, INSPECTION (SUBSTANTIAL COMPLETION)	ACCEPTANCE & FIN. PAYMENT
PLANNE D	1	IFBNO:CDA /SBA/RB/001/19-20	G-4661	Petroleum Products (Gas & Diesel)	3,812.43gals @3.70	14,106.00	RB	2/19/2020	2/26/2020	3/4/2020	3/9/2020	3/24/2020	4/7/2020	4/14/2020	4/28/2020	N/A	6/3/2020	6/22/2020
UPDATE																		
ACTUAL																		
PLANNE D	2	IFBNO:CDA /SBA/SS/001/19/20	L-6810	Office Building Rental & Lease	Service	21,000.00	SS	7/12/2019	7/19/2019	7/25/2019	N/A	N/A	N/A	N/A	4/28/2020	N/A	6/19/2020	6/30/2020
UPDATE																		
ACTUAL																		
PLANNE D	3	IFBNO:CDA /SBA/RFQ/001/19/20	N7710	Domestic Travel, VEHICLE RENTAL	1	1,500.00	RFQ	2/19/2020	2/26/2020	3/4/2020	3/9/2020	3/24/2020	4/7/2020	4/14/2020	4/28/2020	N/A	6/3/2020	6/22/2020
UPDATE																		
ACTUAL																		
GRAND TOTAL						36606.00												

Prepared by: Wilmut Wei Date 08/12/2019

Procurement Officer/CDA

Approved by: Hon. Regina Sokan-Teah Date 08/12/19

Procurement Committee Head/CDA.



[Handwritten signature]
08/12/2019

[Handwritten signature]
09/11/2019

Cooperatives Development Agency
SBA Procurement Explanatory Note
Source of Funding: GOL

Fiscal Year: 2019/2020

No	Contract Package Code	Contract Package	Business Activity Code	Detailed Description
1.	IFBNO:CDA/SBA/SS/001/19-20	Petroleum Products (Gas & Diesel)	G-4661	This contract package is intended to procure Fuel & Lubricants in the tone of 3,812.43gals @ 3.70
2.	IFBNO:CDA/SBA/RB/001/19-20	OFFICE BUILDING AND RENTAL	L-6810	THIS CONTRACT PACKAGE IS INTENDED TO RENT 3 BUILDINGS FOR CDA HEAD AND REGIONAL OFFICES IN AND OUTSIDE MONROVIA. MONTSEERRADO, NIMBA AND GRAND GEDEH COUNTIES.
3	IFBNO:CDA/SBA/RFQ/001/19-20	VEHICLE RENTAL	N7710	From the domestic travel amount allocated which is US\$6,000.00., 1,500USD was allotted FOR VEHICLE RENT and the rest of 4,500 USD for DSA.

Prepared by: [Signature] Date: 08/12/2019
Wilnot Wei
Procurement Officer

Approved by: [Signature] Date: 08/12/19
Hon. Regina Sokan-Teah
Registrar General of Cooperatives, R.L.



[Signature]
03/09/20

[Signature]
09/03/2020